

# CONFIRMATIONS IN TAP

## (VIEWING CARDIFF ORDER CONFIRMATIONS IN TAP)

**You will receive an email stating the below:**

Dear Agent:

Your confirmation is ready for you to review on Taxpayer Access Point (TAP) <https://tap.dor.mt.gov>. Please sign in using your User ID and Password to access your confirmation letter.

Thank you,

Your Liquor Distribution Team

**Go to the TAP website at [https://tap.dor.mt.gov/\\_/#1](https://tap.dor.mt.gov/_/#1) Enter your “Username” and “Password”, Click “Login”.**

**Taxpayer Access Point**  **Montana Department of Revenue**

**Welcome to Taxpayer Access Point (TAP)**

**Individual**

- File a Return
- Retrieve a Saved Return
- Make a Payment
- Where's My Refund
- Add Power of Attorney
- Login Features

**Business**

- Add Power of Attorney
- Request Account ID
- File PT-AGR
- File PT-STM
- Login Features

**Unclaimed Property**  
Click for cash

- Search for Unclaimed Cash
- Retrieve a Saved Claim
- Track Your Claim Status
- Quick Claim Letter
- What You Will Need

**Liquor**

- Vendor Calculator
- Vendor Calculator - UP
- License Search
- Server Training Submit
- Server Training Search
- Login Features

**LOGIN** [Forgot my Password](#)

Username

Password

Authorization Code:

**SIGN UP FOR ACCOUNT ACCESS**

- Benefits of Signing Up
- Who Can Use TAP Login?
- Tax Types Available on TAP

After logging into your account you will be at the Account Details Screen.


Click "Web Messaging". You will receive the below message:

Please go to your "Letters Tab" and click on the blue "Letter ID" link to view your "Cardiff Order Confirmation".

Thank you.

Your Liquor Distribution Team

Click "Letters."

**Taxpayer Access Point**  **Montana Department of Revenue**

Menu Log Off

Home  
Back  
Help

TAS Toggle Log

RunDate: 04-Feb-2014  
Last Request: 154ms

View My Profile  
Add Access to Another Account

NAMES AND ADDRESSES

Montana Tax Number  
Balance


Legal Name  
DBA Name  
Location Address  
Mailing Address

ACCOUNTS<sup>1</sup> REQUESTS<sup>0</sup> WEB MESSAGING<sup>0</sup> LETTERS<sup>228</sup>

MY ACCOUNTS<sup>1</sup>

Account ID	Account Type	Name	Frequency	Address	Balance
-LIQ	Agcy Liq Str		Weekly-Wed		

Click "Letter ID" to view your "Cardiff Order Confirmation".

**Taxpayer Access Point**  **Montana Department of Revenue**

Menu Log Off

Home  
Back  
Help

TAS Toggle Log

RunDate: 04-Feb-2014  
Last Request: 416ms

View My Profile  
Add Access to Another Account

NAMES AND ADDRESSES

Montana Tax Number  
Balance

Legal Name  
DBA Name  
Location Address  
Mailing Address

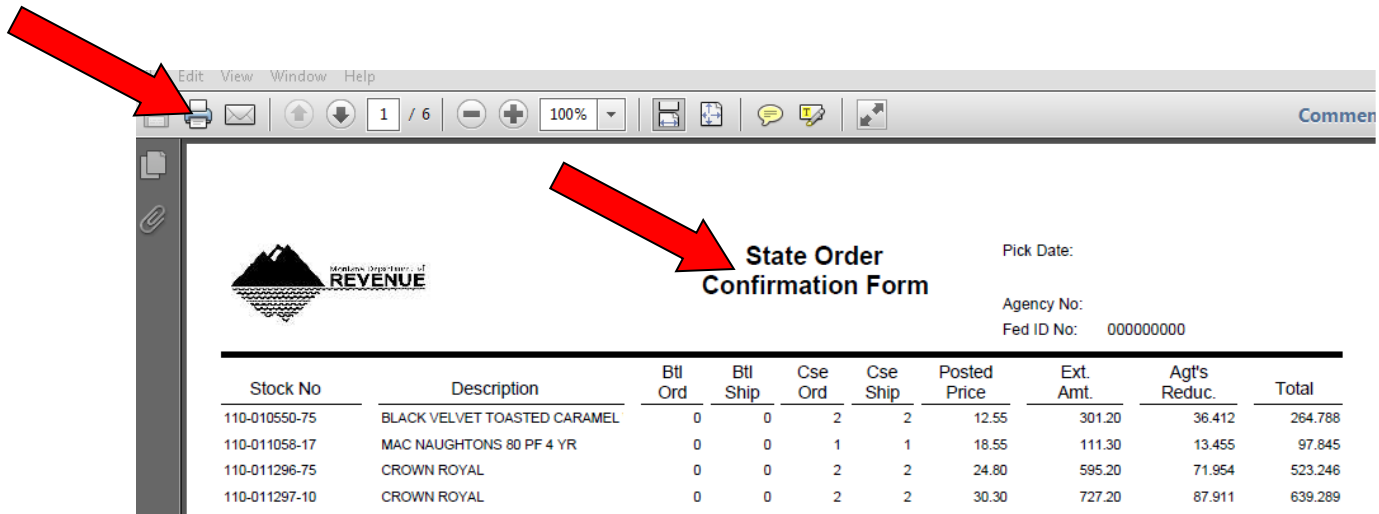
ACCOUNTS<sup>1</sup> REQUESTS<sup>0</sup> WEB MESSAGING<sup>0</sup> LETTERS<sup>228</sup>

LETTERS

1 - 100 of 228

Sent	Letter Id	Account	Id	Filing Period	Requested
30-Jan-2014	L1840956544	Store Order	Agcy Liq Str	4690650-003-LIQ	29-Jan-2014 30-Jan-2014
30-Jan-2014	L0498779264	Store Order	Agcy Liq Str	4690650-003-LIQ	29-Jan-2014 30-Jan-2014
29-Jan-2014	L1492485248	Cardiff Order Confirmation	Agcy Liq Str	4690650-003-LIQ	29-Jan-2014 29-Jan-2014

Your “[Cardiff Order Confirmation](#)” form appears. You can “[Print](#)” your “Cardiff Order Confirmation” form for review.



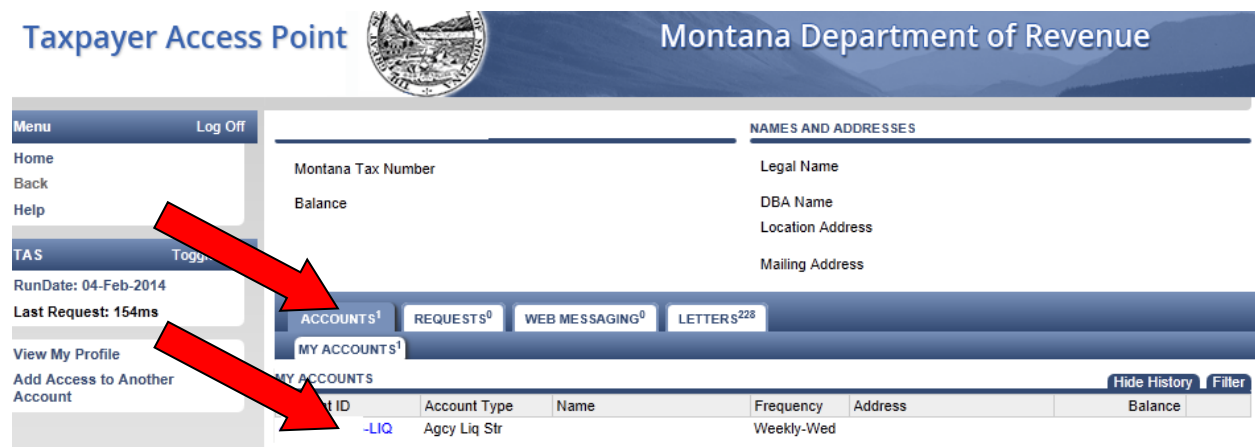
Print icon highlighted with a red arrow.

**State Order Confirmation Form** highlighted with a red arrow.

Pick Date: \_\_\_\_\_  
 Agency No: \_\_\_\_\_  
 Fed ID No: 000000000

Stock No	Description	Btl Ord	Btl Ship	Cse Ord	Cse Ship	Posted Price	Ext. Amt.	Agt's Reduc.	Total
110-010550-75	BLACK VELVET TOASTED CARAMEL	0	0	2	2	12.55	301.20	36.412	264.788
110-011058-17	MAC NAUGHTONS 80 PF 4 YR	0	0	1	1	18.55	111.30	13.455	97.845
110-011296-75	CROWN ROYAL	0	0	2	2	24.80	595.20	71.954	523.246
110-011297-10	CROWN ROYAL	0	0	2	2	30.30	727.20	87.911	639.289

After reviewing your “[Cardiff Order Confirmation](#)” form, you can make changes to your order. Click “[Accounts](#)” tab and Click “[Liquor Accounts ID](#)”.



**Taxpayer Access Point** Montana Department of Revenue

Menu Log Off

Home Back Help

TAS Toggle RunDate: 04-Feb-2014 Last Request: 154ms

View My Profile Add Access to Another Account

NAMES AND ADDRESSES

Montana Tax Number Balance Legal Name DBA Name Location Address Mailing Address


ACCOUNTS<sup>1</sup> REQUESTS<sup>0</sup> WEB MESSAGING<sup>0</sup> LETTERS<sup>228</sup>

MY ACCOUNTS<sup>1</sup>

Account ID Account Type Name Frequency Address Balance

-LIQ Agcy Liq Str Weekly-Wed

This brings you to the “Processed and Pending Customer Orders”.



**Taxpayer Access Point**

Montana Department of Revenue

**Menu** Log Out

Home

Back

Help

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**TAS** Toggle Log

RunDate: 05-Feb-2014

Last Request: 1122ms

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View Back Orders

Submit RLD

Submit Credit for DEF

Submit Credit for OOS

Make a Payment

Account ID: .LIQ

**Processed and Pending Customer Orders**

Invoice	Order Detail	Filing Period	Closed	Status	Posted Price	Agent Price	Invoice/Coupon	Order Adjustn
		12-Feb-2014	31-Jan-9999	NEW				
213582	<a href="#">Change Order</a>	05-Feb-2014		Confirmed				
213576	<a href="#">Order Details</a>	29-Jan-2014	30-Jan-2014	Shipped			<a href="#">Invoice/Coupon</a>	
213501	<a href="#">Order Details</a>	29-Jan-2014	30-Jan-2014	Shipped			<a href="#">Invoice/Coupon</a>	
213394	<a href="#">Order Details</a>	15-Jan-2014	15-Jan-2014	Shipped			<a href="#">Invoice/Coupon</a>	
213395	<a href="#">Order Details</a>	15-Jan-2014	15-Jan-2014	Shipped			<a href="#">Invoice/Coupon</a>	
213265	<a href="#">Order Details</a>	15-Jan-2014	15-Jan-2014	Shipped			<a href="#">Invoice/Coupon</a>	
213257	<a href="#">Order Details</a>	08-Jan-2014	08-Jan-2014	Shipped			<a href="#">Invoice/Coupon</a>	
213163	<a href="#">Order Details</a>	08-Jan-2014	08-Jan-2014	Shipped			<a href="#">Invoice/Coupon</a>	
213152	<a href="#">Order Details</a>	01-Jan-2014	31-Dec-2013	Shipped			<a href="#">Invoice/Coupon</a>	

To make changes (add or remove). Click “Change Order”

**Liquor Order Table**

Order Pick Date:

Total Number of Bottles Ordered:

Total Number of Cases Ordered:

Requested Total:

Confirmed Total:

[Click Here to View Price Books](#)

Type name or item number in green box to search

1 - 50 of 3,744 1 2 3 4 5 >> >

Item Id - Item Name	Bottles Req	Confirmed	Cases Req	Confirmed	Inventory Class	Posted Price	Agent Price	My Items
010-003301-75 - PEARL SEASONAL MIXED	0	0	1	1	Special Order Item	120.00	105.45	MyItems
020-000803-75 - COLLINGWOOD 21 YR RYE WHISKEY	0	0	1	0	Special Order Item	286.20	251.50	MyItems
020-000824-75 - GLENMORANGIE 18 YR GOLF VAP	0	0	1	1	Special Order Item	463.80	407.57	MyItems
020-000875-75 - 8 SECONDS BLACK 8 YR CANADIAN WHISKEY	0	0	1	0	Special Order Item	150.30	132.08	MyItems
020-001799-17 - CAPTAIN MORGAN ORG SP RUM BARREL	0	0	1	1	Regular Listed Item	177.90	156.33	MyItems

Example: If you want to change the quantity of cases from 3 to 4, Type 4 (the total amount needed) in the Cases Requested field. Clear the green **Filter Field** and Click Enter (change was made). By clicking Enter the order screen will reappear. Keep doing this until you have completed your changes.

### Originally 3 Cases

**Liquor Order Table**

Order Pick Date:

Total Number of Bottles Ordered:  Total Number of Cases Ordered:  [Click Here to View Price Books](#)

Type name or item number in green box to search

40835

Item Id - Item Name	Bottles Requested	Confirmed	Cases Requested	Confirmed	Inventory Class	My Item
290-040835-75 - SKYY INFUSION DRAGON FRUIT VODKA	0	0	3	3	Special Order Item	MyItems

OK Cancel

### Changed to 4 Cases

**Liquor Order Table**

Order Pick Date:

Total Number of Bottles Ordered:  Total Number of Cases Ordered:  [Click Here to View Price Books](#)

Type name or item number in green box to search

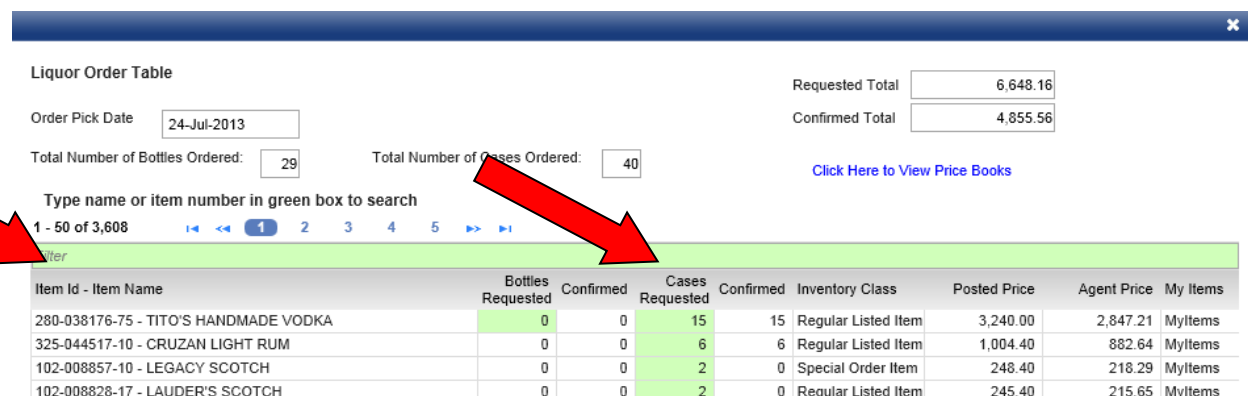
40835

Item Id - Item Name	Bottles Requested	Confirmed	Cases Requested	Confirmed	Inventory Class	My Item
290-040835-75 - SKYY INFUSION DRAGON FRUIT VODKA	0	0	4	3	Special Order Item	MyItems

OK Cancel

Clear the **Filter Field** and Click Enter for the list to reappear. Now type in the next product item that needs to be changed (added or removed). You can go back as many times as you need to make changes. If you click on the **"Bottles Requested"** or **"Cases Requested"** it will bring the items you have ordered to the top of the list.

Example to change bottles requested:



Liquor Order Table

Order Pick Date: 24-Jul-2013

Total Number of Bottles Ordered: 29 Total Number of Cases Ordered: 40

Requested Total: 6,648.16  
Confirmed Total: 4,855.56

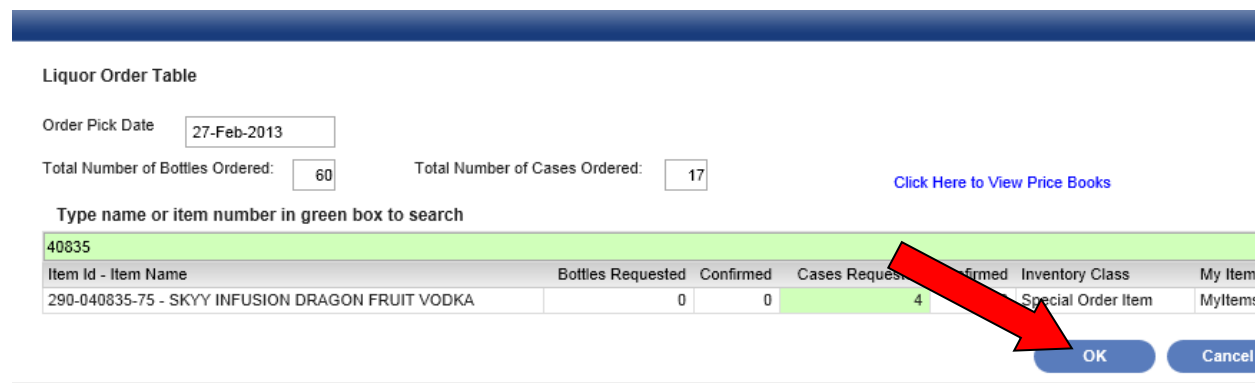
[Click Here to View Price Books](#)

Type name or item number in green box to search

1 - 50 of 3,608

Item Id - Item Name	Bottles Requested	Confirmed	Cases Requested	Confirmed	Inventory Class	Posted Price	Agent Price	My Items
280-038176-75 - TITO'S HANDMADE VODKA	0	0	15	15	Regular Listed Item	3,240.00	2,847.21	MyItems
325-044517-10 - CRUZAN LIGHT RUM	0	0	6	6	Regular Listed Item	1,004.40	882.64	MyItems
102-008857-10 - LEGACY SCOTCH	0	0	2	0	Special Order Item	248.40	218.29	MyItems
102-008828-17 - LAUDER'S SCOTCH	0	0	2	0	Regular Listed Item	245.40	215.65	MyItems

Click the **"Ok"** in the lower-right corner to exit the Liquor Order Table screen. After clicking Ok you will be at the Web Liquor Order screen. **Click "Submit" to save changes.**



Liquor Order Table

Order Pick Date: 27-Feb-2013

Total Number of Bottles Ordered: 60 Total Number of Cases Ordered: 17

[Click Here to View Price Books](#)

Type name or item number in green box to search

40835

Item Id - Item Name	Bottles Requested	Confirmed	Cases Requested	Confirmed	Inventory Class	My Items
290-040835-75 - SKYY INFUSION DRAGON FRUIT VODKA	0	0	4		Special Order Item	MyItems

OK Cancel

To view your invoice, click on the “**View and Print**”.

The screenshot shows the Montana Department of Revenue Taxpayer Access Point interface. At the top, there is a header with the Montana seal and the text "Taxpayer Access Point" and "Montana Department of Revenue". Below the header, there is a navigation menu on the left with links for "Menu", "Home", "Back", "Help", "TAS", and "Toggle Log". The main content area displays a "CONFIRMATION" message: "Your Liquor Order request has been submitted and your tracking number is 2-029-292-032. Please note that it will take about 45 seconds for us to process your order and update your TAP account. If you have any questions or concerns please contact us toll free at 1-800-332-6135 option 2 (in Helena 444-0719) or visit [www.mt.gov/revenue](http://www.mt.gov/revenue)." At the top right, there are buttons for "Ok" and "View and Print".

Go to the Account Detail screen. Click Letters tab. Click on the ID for the “**Invoice and Back Orders**” (Store Order Letters) or the “**Confirmation**” (Cardiff Order Confirmation). The invoice and back orders will be up to date once the warehouse has picked your order.

The screenshot shows the Montana Department of Revenue Taxpayer Access Point interface. At the top, there is a header with the Montana seal and the text "Taxpayer Access Point" and "Montana Department of Revenue". Below the header, there is a navigation menu on the left with links for "Menu", "Home", "Back", "Help", "TAS", and "Toggle Log". The main content area displays the "ACCOUNTS AND ADDRESSES" section. It includes fields for "Montana Tax Number", "Balance", "Legal Name", "DBA Name", "Location Address", and "Mailing Address". Below these fields, there is a tabbed interface with tabs for "ACCOUNTS<sup>1</sup>", "REQUESTS<sup>0</sup>", "WEB MESSAGING<sup>0</sup>", and "LETTERS<sup>228</sup>". The "LETTERS" tab is selected, and it shows a table of letters. A red arrow points to the "Letter Id" column of the table.

Sent	Letter Id	Type	Account	Id	Filing Period	Requested
30-Jan-2014	L1840956544	Store Order Letters	Agcy Liq Str		LIQ 29-Jan-2014	30-Jan-2014
30-Jan-2014	L0498779264	Store Order Letters	Agcy Liq Str		LIQ 29-Jan-2014	30-Jan-2014
29-Jan-2014	L1492485248	Cardiff Order Confirmation	Agcy Liq Str		LIQ 29-Jan-2014	29-Jan-2014

Once your changes are completed, Click “**Submit**” and “**Log Off**” on the left side.

The screenshot shows the Montana Department of Revenue Taxpayer Access Point interface. At the top, there is a header with the Montana seal and the text "Taxpayer Access Point" and "Montana Department of Revenue". Below the header, there is a navigation menu on the left with links for "Menu", "Home", "Back", "Help", "TAS", and "Toggle Log". The "Menu" button is highlighted with a red arrow.